



POSITION VACANCY ANNOUNCEMENT 16-ADOS-42

Opening Date: 29 July 2016
Closing Date: 12 August 2016

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: Recruiting and Retention NCO Assistant

LOWEST/HIGHEST GRADE AUTHORIZED: SPC/E-4 through SGT/E-5

DURATION OF ASSIGNMENT: 15 Aug 16 – 30 Sep 16. This position is ADOS and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: South Dakota National Guard Recruiting and Retention Battalion

SELECTING OFFICIAL: LTC Steven Siemonsma
Recruiting and Retention Battalion Commander
(605) 737-6797
steven.j.siemonsma.mil@mail.mil

LOCATION: Sioux Falls, SD

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

The ADOS Recruiting and Retention NCO Assistant will

- a. Prospect for leads.
- b. Prepare prospect cards.
- c. Assist in conducting and executing a school program
- d. Determine basic enlistment eligibility and pre-qualify an individual for enlistment.
- e. Additional recruiting duties as assigned

QUALIFICATION REQUIREMENTS:

- a. General: Applicant must be a member or become a member of the SD National Guard. Must be in good standing and no negative personnel action or FLAGS. Ability to communicate clearly and effectively. Able to establish and maintain effective working relationships with National Guard units, and the general public. Applicant must be able to complete the full duration of assignment without exceeding the 1095 rule.
- b. **POSITIONS OF SIGNIFICANT TRUST (POST) REQUIREMENTS:** Applicants applying for POST positions must meet all the requirements listed below prior to becoming eligible for assignment to the SDARNG Recruiting and Retention Battalion. After State Level Checks

have come back favorable, applicants can begin to work in the SDARNG Recruiting and Retention Battalion until NGB Level Checks come back favorable.

State Level Checks/Requirements (COL (O6) Appointing Authority):

- c. Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- d. Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- e. Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- f. Must not be listed on the National Sex Offender Public Website
- g. Must receive favorable results after completing a DD Form 369
- h. Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.

NGB Level Required checks (POC ARNG-GSS/HRP):

- i. Must have favorable results from:
- j. Department of Army Inspector General (DAIG)
- k. Criminal Investigation Division (CID)
- l. Office of Military Personnel File Review
- m. Army Substance Abuse Program

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501[If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants should notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.